

~~SECRET~~  
Security Information

1951 DEC 17

MEMORANDUM FOR: Files

SUBJECT: T/O for Records Integration Staff - OSO

1. Reference is made to the attached memorandum from the Assistant Director of Special Operations dated December 17, 1951, subject: Organizational Chart and Table of Organization for the Records Intergration Staff, requesting approval of ☐ positions for the RI Staff.

2. The RI Staff is being established in order to amalgamate IR of SO and Registry Branch of the General Services Division, OPC.

3. An analysis of this request indicates that:



1. An expanded correspondence activity to be performed by the service and correspondence section of the Analysis and Operations Branch. This would enable RI to prepare all name-check replies, many of which are now prepared by the Foreign Division.
2. A new function of microfilming registry records to be performed by the microfilming section of the Procurement and Records Branch. Four microfilm cameras, one microfilm reader, and storage equipment was procured by OSO and has been available for use since February, 1951. However, Records Management has been unable to provide personnel to operate this equipment. It was pointed out by the Chief of IR that a microfilm program for safeguarding documents against disaster as well as to conserve space should be inaugurated immediately. It was indicated

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 56 NO CHANGE  
 IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS SECRET JUST 22  
 NEXT REV DATE 1/8/52 REV DATE 8/5/59 NEXT REV DATE 1/8/52 REV DATE 8/5/59  
 NO. PGS 3 CREATION DATE \_\_\_\_\_ ORG COM 40 OF 32 ORG CLASS 5  
 REV CLASS C REV COORD \_\_\_\_\_ AUTH: MR 78-3

~~SECRET~~  
Security Information

25X1

25X1

25X1

Security Information

~~CONFIDENTIAL~~

that if Records Management could assume this large responsibility expeditiously the need for this personnel would not exist. The Deputy Advisor for Management contacted [ ] Administrative Services, and obtained his concurrence in the establishment of these positions.

25X1

c. In order to be consistent with the contemplated organizational pattern, the Chiefs of the Processing and Records Branch and the Analysis and Operations Branch with secretarial assistance should be shown as heading their respective branches rather than as assigned to the office of the Chief of RI. This was concurred in by the Chief and Deputy Chief, RI.

d. In connection with the [ ] positions in the OPC cable section referred to above, it has been agreed that the Signal Center, Office of Communications will perform the same distribution functions for OPC cables as presently performed for OSO cables. Accordingly, these positions will be transferred to Office of Communications. A cable liaison officer is considered necessary for OPC coordination purposes, at least during the amalgamation.

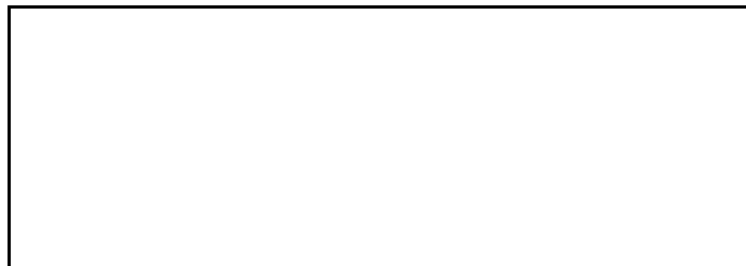
25X1

e. Some difficulty is being encountered in the procurement and retention of GS-3 typists and other clerical personnel of comparable grades.

4. It is being recommended to [ ] that the T/O of [ ] positions be approved. It is further recommended that after the organizational structure develops that a study be conducted to determine adequacy of the positions authorized.

25X1

25X1



~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~  
~~SECRET~~